



# How to Report Your Internship in **Handshake**



**Arts & Sciences and Public Health Majors**

Career Center  
110 Lanier Hall | [gcsu.edu/career](https://gcsu.edu/career)  
478-445-5384 | [Career.center@gcsu.edu](mailto:Career.center@gcsu.edu)



## Before you begin, make sure you have the following information about your internship:

1. Internship Timeline – Start and End Date
2. Internship Description of Duties
3. Supervisor Information – Name, title, address, phone number, and email
4. Course number and credits (See chart below)
5. 3 S.M.A.R.T. Learning Goals for your Internship

(Specific, Measurable, Attainable, Realistic, and Time Bound)

### \*Tips for Successful Submission:

Use Google Chrome as web browser

Turn off pop-up blocker

## Internship Course Information

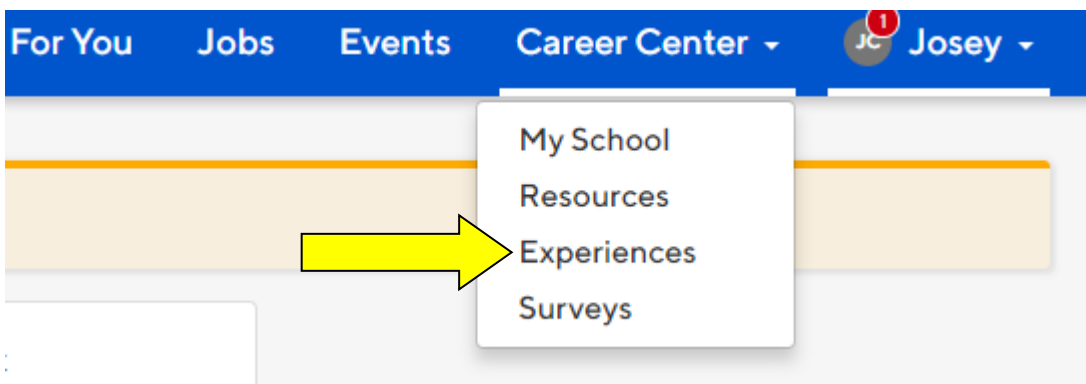
Major	Faculty Coord(s)	Internship Course
Biology	Dr. Mike Gleason, Healthcare and Non-healthcare related	BIOL 4960 Internship, BIOL 4961 Capstone
Chemistry	Dr. Chavonda Mills	CHEM 4960 Internship
Community Health	Hollie Smith	KINS 4806 Internship
Criminal Justice	Dr. Sara Doude	CRJU 4960 Internship
Environmental Science	Dr. Allison VandeVoort	ENSC 4960 Internship, ENSC 4961 Capstone
Geography	Dr. Doug Oetter	GEOG 4960 Internship
History	Dr. Aran MacKinnon	HIST 4960 Internship
Liberal Studies	Dr. Sunita Manian	IDST 4960 Internship
Mass Communication	Angela Criscoe	MSCM 4960 Internship
Philosophy	Dr. James Winchester	PHIL 4960 Internship
Physics	Dr. Chavonda Mills	PHYS 4960 Internship
Political Science	Dr. Cliff Wilkinson	POLS 4960 Internship
Psychology	Dr. Lee Gillis	PSYC 4960 Internship
Sociology	Dr. Sandra Godwin	SOCI 4960 Internships
Sustainability	Dr. Doug Oetter	

## 1. Login to Handshake through UNIFY

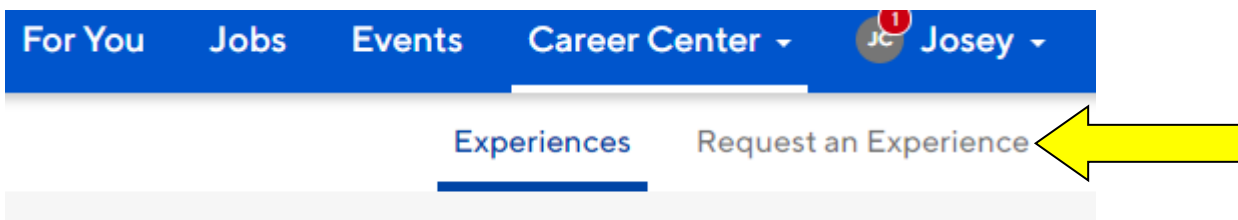
Create a profile if you haven't done so already.

Your profile will need to be approved and made active—pending profiles **will not** be able to see the “report an internship” option upon first login.

## 2. On the Handshake home screen, click “Experiences” under the Career Center dropdown box.



## 3. Click “Request an Experience.”



## 4. Complete the required information about your internship:

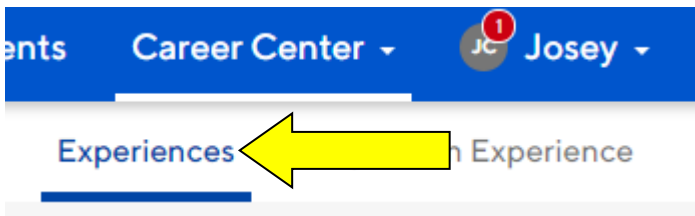
- Internship timeline
- Internship description of duties
- Supervisor information
- Waiver of Liability
- Answer yes/no questions regarding your internship
- Enter your Course Number (see course number chart below) and Hours of Credit. \*\*If you are a History major you need to list your Faculty Advisor in “Section”
- Submit three learning goals for your internship. These should be specific,

measurable, and attainable.

Once you complete all of this information, click the green “Request Experience” button.

\* If you need assistance or have questions about answering these questions, please email Sean Espinosa at [sean.espinosa@gcsu.edu](mailto:sean.espinosa@gcsu.edu)

**5. To check on the status of your internship, click “Experiences” on the home screen.**



**6. Throughout your internship experience, make sure you stay in contact with your Faculty Internship Coordinator to ensure you are completing necessary assignments for class credit. Additionally, make sure you are checking your bobcats email frequently as both midterm and final evaluations will be going out to you and your site supervisor to complete.**